

Carers' assessments

Getting it right

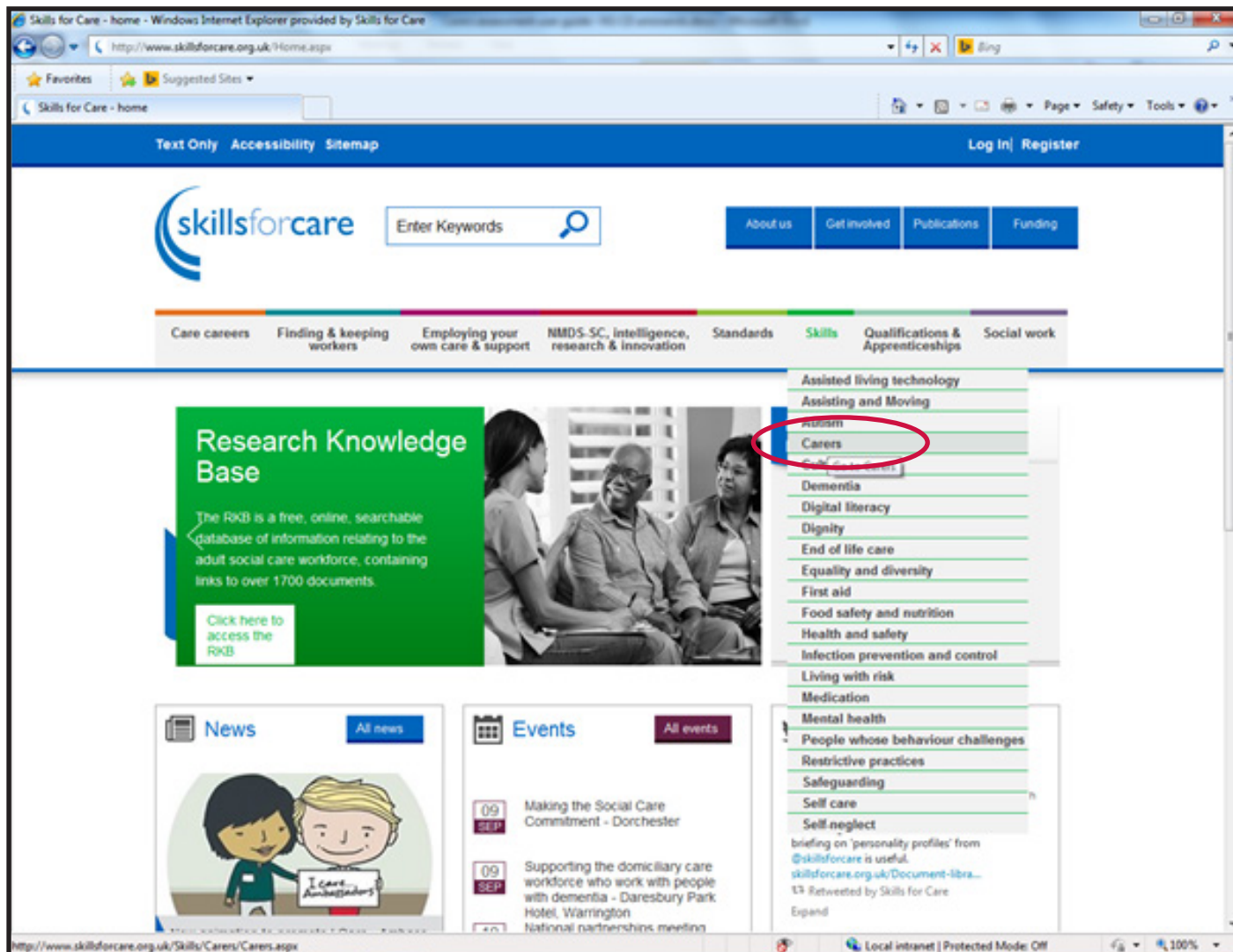


User guide

December 2014

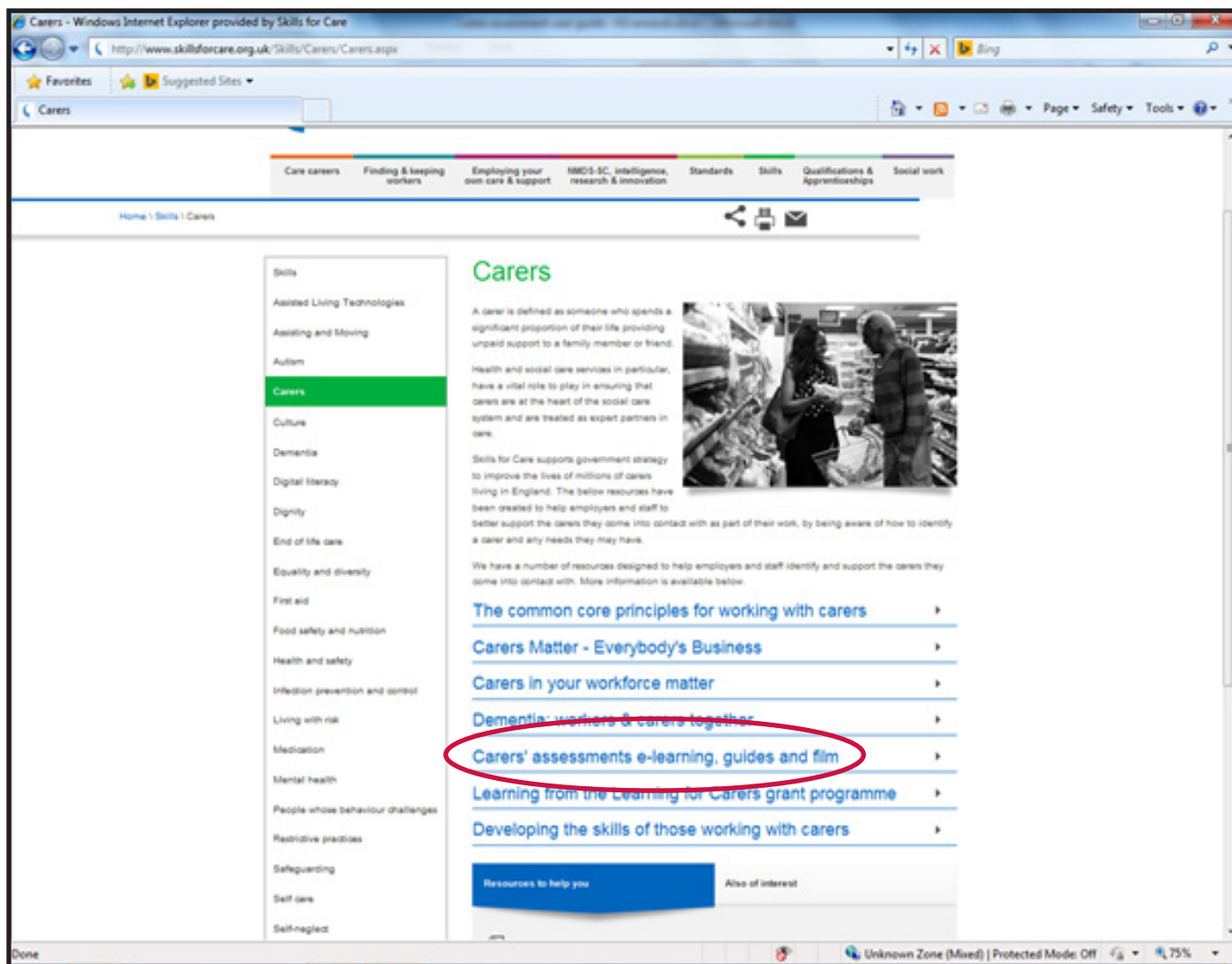
Step 1- Access the Carers section on the Skills for Care website

First of all you will need to access the carers section of the Skills for Care website www.skillsforcare.org.uk. You will then need to click on skills and scroll down to carers. Alternatively, you can go straight to the carers page by using www.skillsforcare.org.uk/carers.



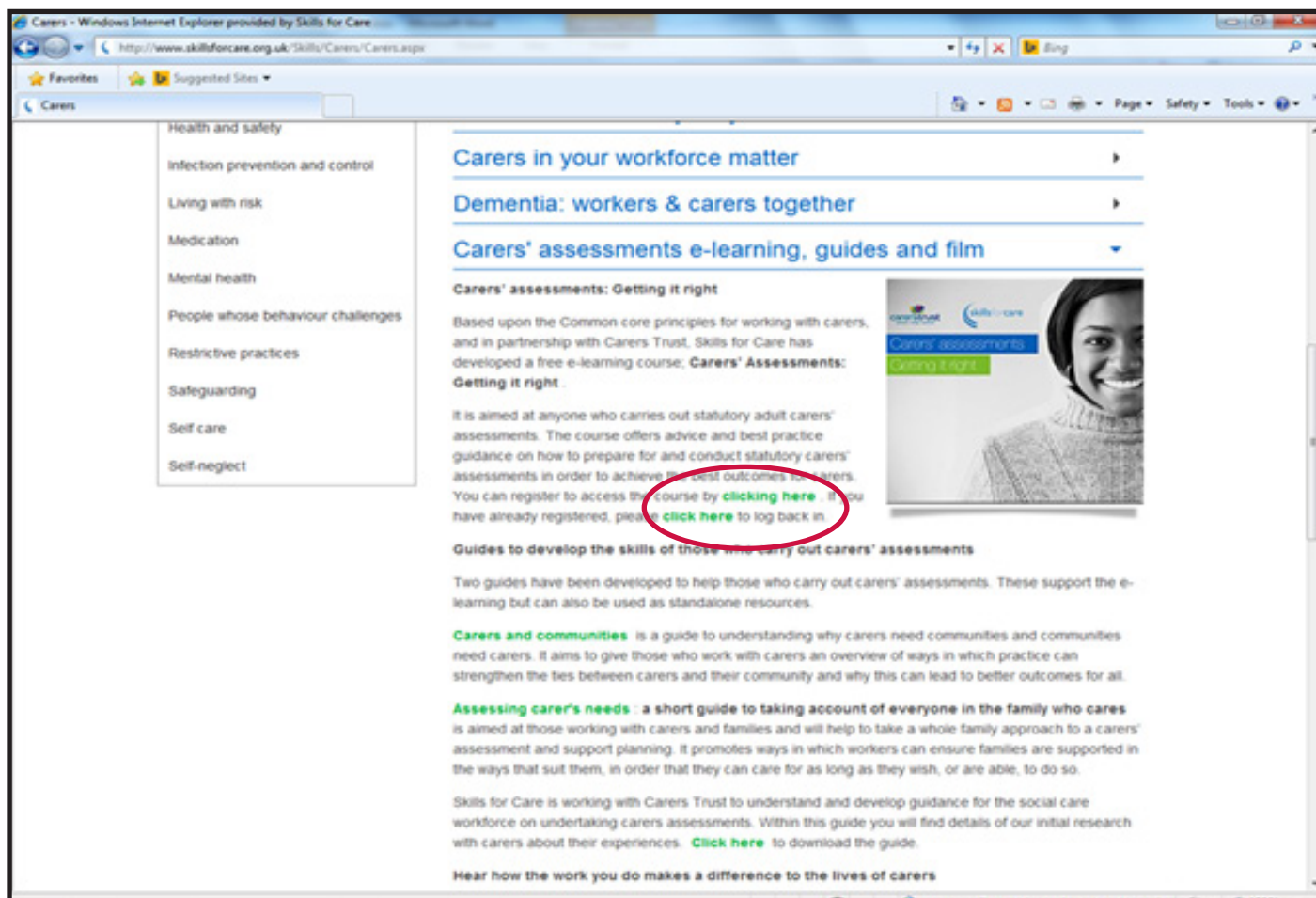
The screenshot shows the Skills for Care website in a Windows Internet Explorer browser. The address bar displays <http://www.skillsforcare.org.uk/Home.aspx>. The website features a blue header with the Skills for Care logo, a search bar labeled "Enter Keywords", and navigation buttons for "About us", "Get involved", "Publications", and "Funding". Below the header is a horizontal menu with categories: "Care careers", "Finding & keeping workers", "Employing your own care & support", "NMDS-SC, intelligence, research & innovation", "Standards", "Skills", "Qualifications & Apprenticeships", and "Social work". The "Skills" category is selected, and a dropdown menu is visible, listing various topics. The "Carers" option is highlighted with a red circle. Other topics in the list include "Assisted living technology", "Assisting and Moving", "Autism", "Dementia", "Digital literacy", "Dignity", "End of life care", "Equality and diversity", "First aid", "Food safety and nutrition", "Health and safety", "Infection prevention and control", "Living with risk", "Medication", "Mental health", "People whose behaviour challenges", "Restrictive practices", "Safeguarding", "Self care", and "Self neglect". Below the main menu, there are sections for "Research Knowledge Base", "News", and "Events". The "Research Knowledge Base" section describes a free, online, searchable database of information relating to the adult social care workforce, containing links to over 1700 documents. The "News" section features a cartoon illustration of two children and the text "I Care Ambassadors". The "Events" section lists upcoming events, including "Making the Social Care Commitment - Dorchester" and "Supporting the domiciliary care workforce who work with people with dementia - Daresbury Park Hotel, Warrington". The footer of the website displays the URL <http://www.skillsforcare.org.uk/Skills/Carers/Carers.aspx> and the status "Local intranet | Protected Mode: Off".

Once on the Carers page you will need to click on the heading Carers assessments e-learning, guides and film. This will take you to the registration/log in page of the e-learning.



Step 2 - Registration/log in page

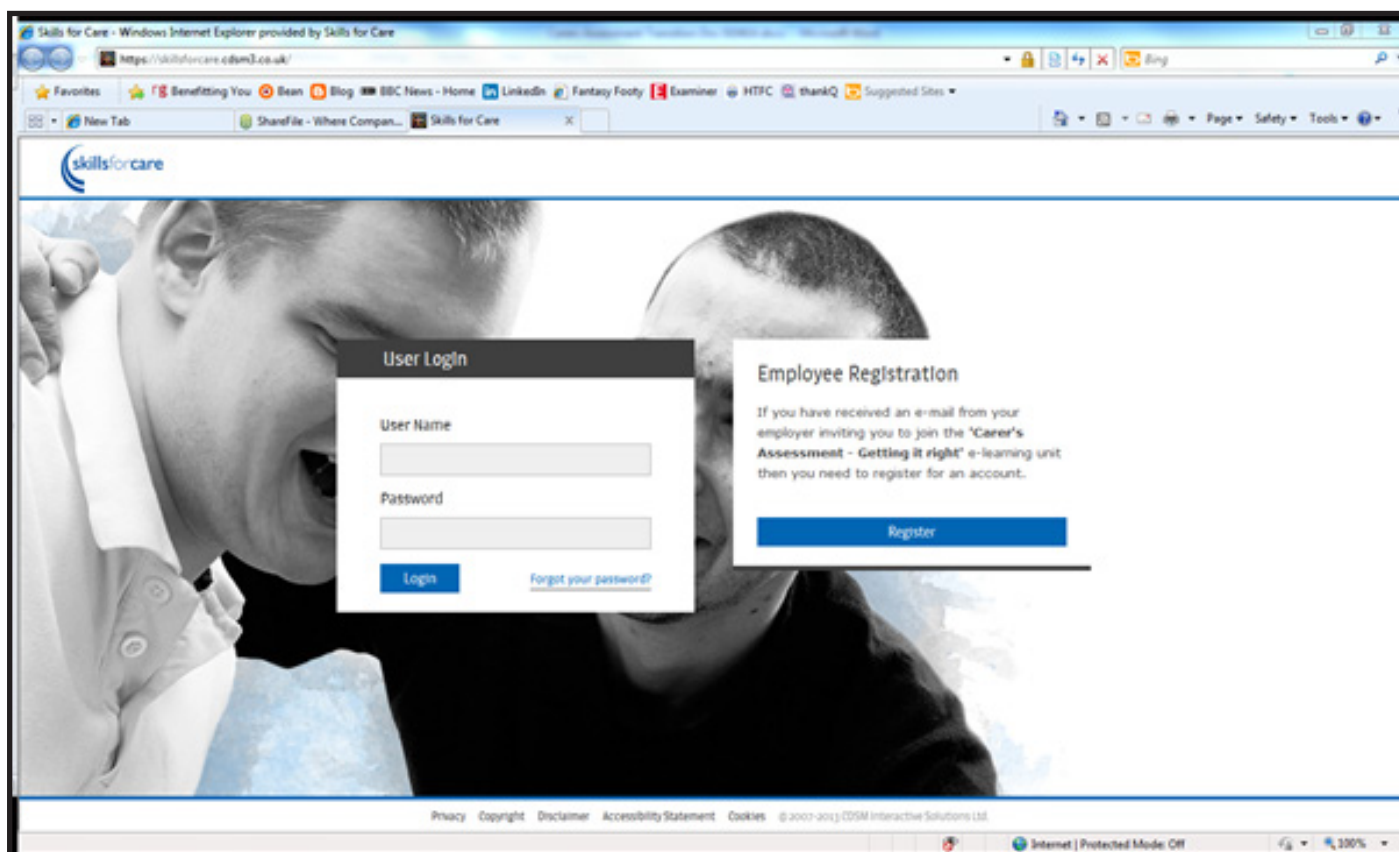
Once you are on the Carers' assessments: Getting it Right front page, you will see the link to the registration and log in pages.



The screenshot shows a web browser window with the address bar displaying <http://www.skillsforcare.org.uk/Skills/Carers/Carers.aspx>. The page has a left-hand navigation menu with the following items: Health and safety, Infection prevention and control, Living with risk, Medication, Mental health, People whose behaviour challenges, Restrictive practices, Safeguarding, Self care, and Self-neglect. The main content area is titled "Carers in your workforce matter" and "Dementia: workers & carers together". Below these, there is a section for "Carers' assessments e-learning, guides and film". The first item in this section is "Carers' assessments: Getting it right", which is described as a free e-learning course developed by Skills for Care in partnership with Carers Trust. It is aimed at anyone who carries out statutory adult carers' assessments. The text states: "You can register to access the course by [clicking here](#). If you have already registered, please [click here](#) to log back in." The links "clicking here" and "click here" are circled in red. To the right of this text is a small image of a smiling woman. Below this section, there are two guides: "Carers and communities" and "Assessing carer's needs". The page also mentions that Skills for Care is working with Carers Trust to develop guidance for the social care workforce on undertaking carers assessments.

Employers who have already registered

Employers who have already registered will be taken to the following website address <https://learning.skillsforcare.org.uk/> and will see the following screen where you will see log in details that have been set up previously.



The screenshot shows a web browser window displaying the Skills for Care website. The page features a large background image of two men, one in a white shirt and one in a dark shirt, both smiling. Overlaid on this image are two main sections: a 'User Login' form on the left and an 'Employee Registration' form on the right. The 'User Login' form includes fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot your password?'. The 'Employee Registration' form includes a paragraph of text explaining the registration process and a 'Register' button. The browser's address bar shows the URL 'https://skillsforcare.edsm3.co.uk/'. The footer of the page contains links for 'Privacy', 'Copyright', 'Disclaimer', 'Accessibility Statement', and 'Cookies', along with copyright information for 2007-2013 ED SM Interactive Solutions Ltd.

User Login

User Name

Password

[Login](#) [Forgot your password?](#)

Employee Registration

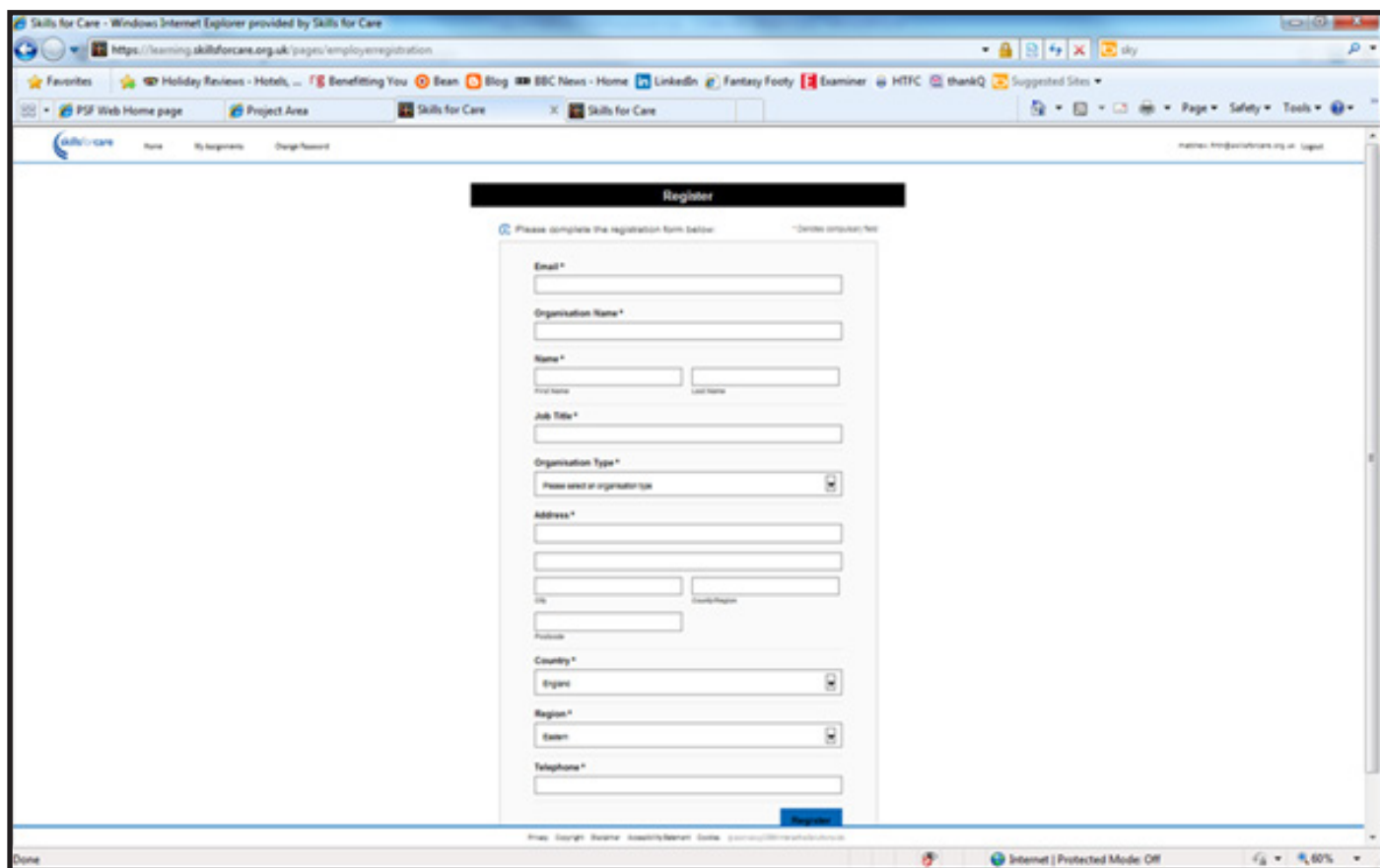
If you have received an e-mail from your employer inviting you to join the 'Carer's Assessment - Getting it right' e-learning unit then you need to register for an account.

[Register](#)

Privacy Copyright Disclaimer Accessibility Statement Cookies © 2007-2013 ED SM Interactive Solutions Ltd.

Registering as an employer

Employers who would like to register will be taken to the following website address <https://learning.skillsforcare.org.uk/pages/employerregistration> and will see the following screen.



The screenshot shows a web browser window with the URL <https://learning.skillsforcare.org.uk/pages/employerregistration>. The page is titled "Register" and contains a registration form with the following fields:

- Email *
- Organisation Name *
- Name * (First Name, Last Name)
- Job Title *
- Organisation Type * (Please select an organisation type)
- Address * (Address, City, Postcode)
- Country * (England)
- Region * (East)
- Telephone *

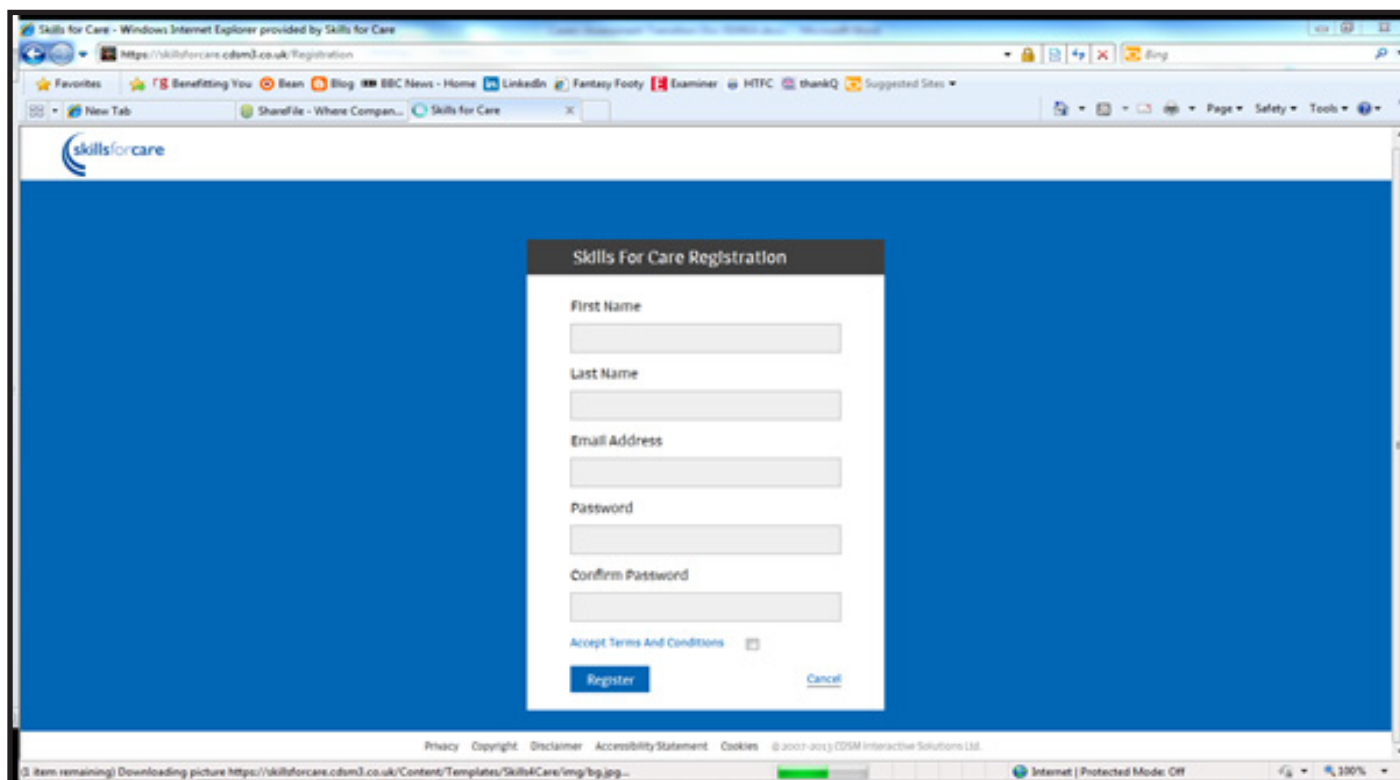
A "Register" button is located at the bottom right of the form. The browser's address bar and various toolbars are visible at the top of the window.

The registration process will require you to give your name, email address and organisation name (password). You will receive an email to say that your registration has been successful and a further email with log in details.

Employers need to register before any employees are able to register. When registration is complete an email will be generated which will allow the employer to pass the details onto their employees. The employer will then invite their employees as this creates the relationship between the employer and employee. This also gives the employer an overview of their employees and their assignments and enables them to access the employee's scores. The employee will then be able to complete the same registration process.

Registering as an employee

The registration process will require you to give your name, and a username and password. The username will be a valid email address.



The screenshot shows a web browser window with the URL <https://skillsforcare.edm3.co.uk/Registration>. The page features a blue background with the Skills for Care logo in the top left. A central white registration form is titled "Skills For Care Registration". The form contains the following fields: "First Name", "Last Name", "Email Address", "Password", and "Confirm Password". Below these fields is a checkbox labeled "Accept Terms And Conditions". At the bottom of the form are two buttons: "Register" and "Cancel". The browser's address bar and various toolbars are visible at the top of the window. The footer of the page includes links for "Privacy", "Copyright", "Disclaimer", and "Accessibility Statement", along with the text "© 2007-2013 CDIM Interactive Solutions Ltd." and a status bar at the bottom indicating "Internet | Protected Mode: Off".

Step 3 - My Assignments page

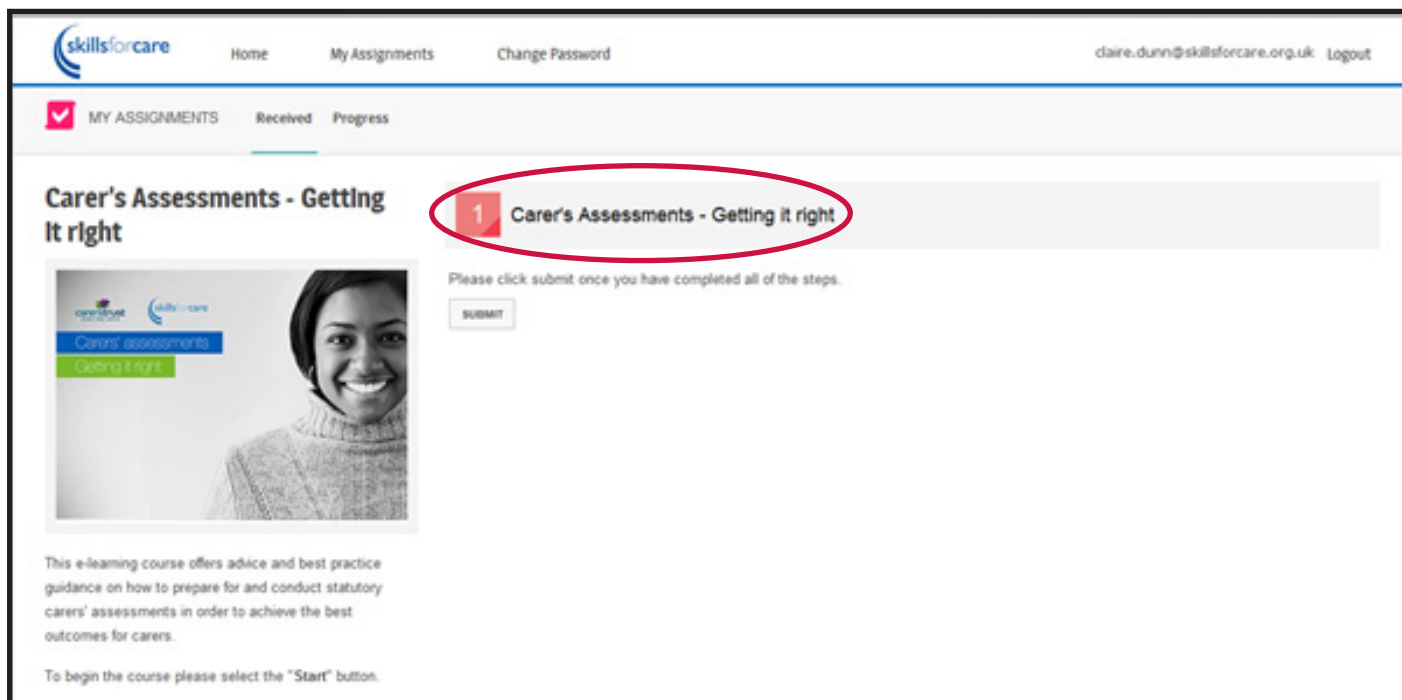
Once you log in you will be directed to the My Assignments page where you will need to click on the Carers' Assessments - Getting it right icon, this will take you to the carers' assessments homepage.

The screenshot shows a web browser window displaying the Skills for Care dashboard. The dashboard has a top navigation bar with links for Home, My Assignments, and Change Password. The user is logged in as matthew.firth@skillsforcare.org.uk. The main content area is divided into several sections:

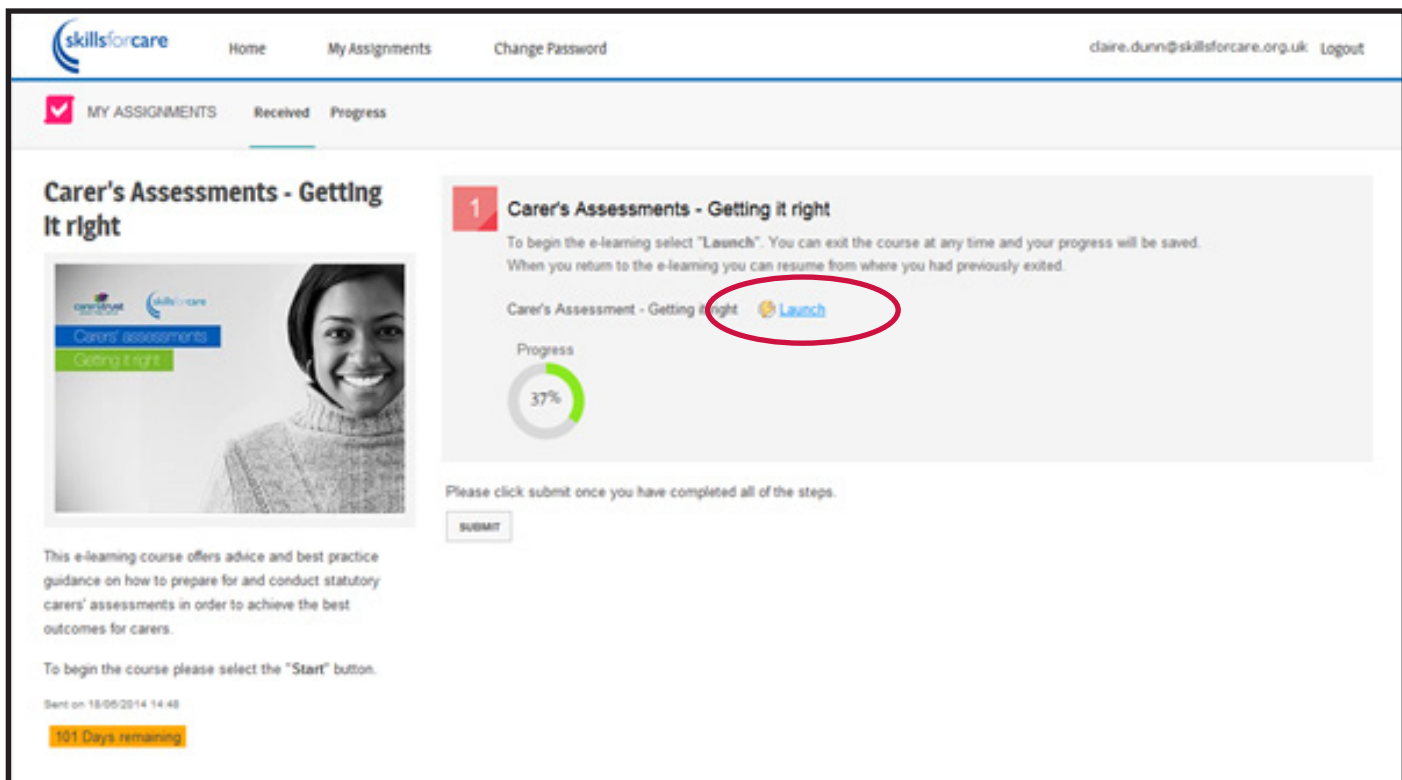
- Employees Progress:** Lists users: diane buddery, Matty Firth, Loretta Jones. A button 'View all assignments' is present.
- My Assignments:** A section with a red circle around the 'Carer's Assessments - Getting it right' link. Below it is a 'Go to my progress' button.
- Shared Folder:** A section with a table header (Name, Added by, Date Added) and a 'Go to shared folder' button.
- Manage Users:** A section with a 'Members' list (Matty Firth, diane buddery, Loretta Jones), a 'Pending Invitations' list (katie.grant@skillsforcare.org.uk, jenna.wood@skillsforcare.org.uk), and a 'Manage Users' button.
- My Sent Assignments:** A section with a dropdown arrow.

The 'Carer's Assessments - Getting it right' link is highlighted with a red circle. Below the link, there is a 'Go to my progress' button. The dashboard also includes a 'GROUP DASHBOARD' section with 'Announcements' and 'ADD WIDGET' options. The footer contains links for Privacy, Copyright, Disclaimer, Accessibility Statement, Cookies, and a copyright notice for 2007-2013 CDSM Interactive Solutions Ltd.

Here you will need to click on the **Carers Assessments - Getting it right** icon and then click **launch**.




The screenshot shows the Skills for Care website interface. The top navigation bar includes 'Home', 'My Assignments', and 'Change Password'. The user is logged in as 'claire.dunn@skillsforcare.org.uk'. The 'MY ASSIGNMENTS' section is active, showing 'Received' and 'Progress' tabs. The main content area displays the assignment 'Carers Assessments - Getting it right' with a red square icon containing the number '1'. Below the title, there is a description of the e-learning course and a 'SUBMIT' button. The assignment title is circled in red.



The screenshot shows the Skills for Care website interface. The top navigation bar includes 'Home', 'My Assignments', and 'Change Password'. The user is logged in as 'claire.dunn@skillsforcare.org.uk'. The 'MY ASSIGNMENTS' section is active, showing 'Received' and 'Progress' tabs. The main content area displays the assignment 'Carers Assessments - Getting it right' with a red square icon containing the number '1'. Below the title, there is a description of the e-learning course and a 'SUBMIT' button. The assignment title is circled in red. Below the title, there is a description of the e-learning course and a 'SUBMIT' button. The assignment title is circled in red.

To begin the e-learning select "Launch". You can exit the course at any time and your progress will be saved. When you return to the e-learning you can resume from where you had previously exited.

Carers Assessment - Getting it right  **Launch**

Progress

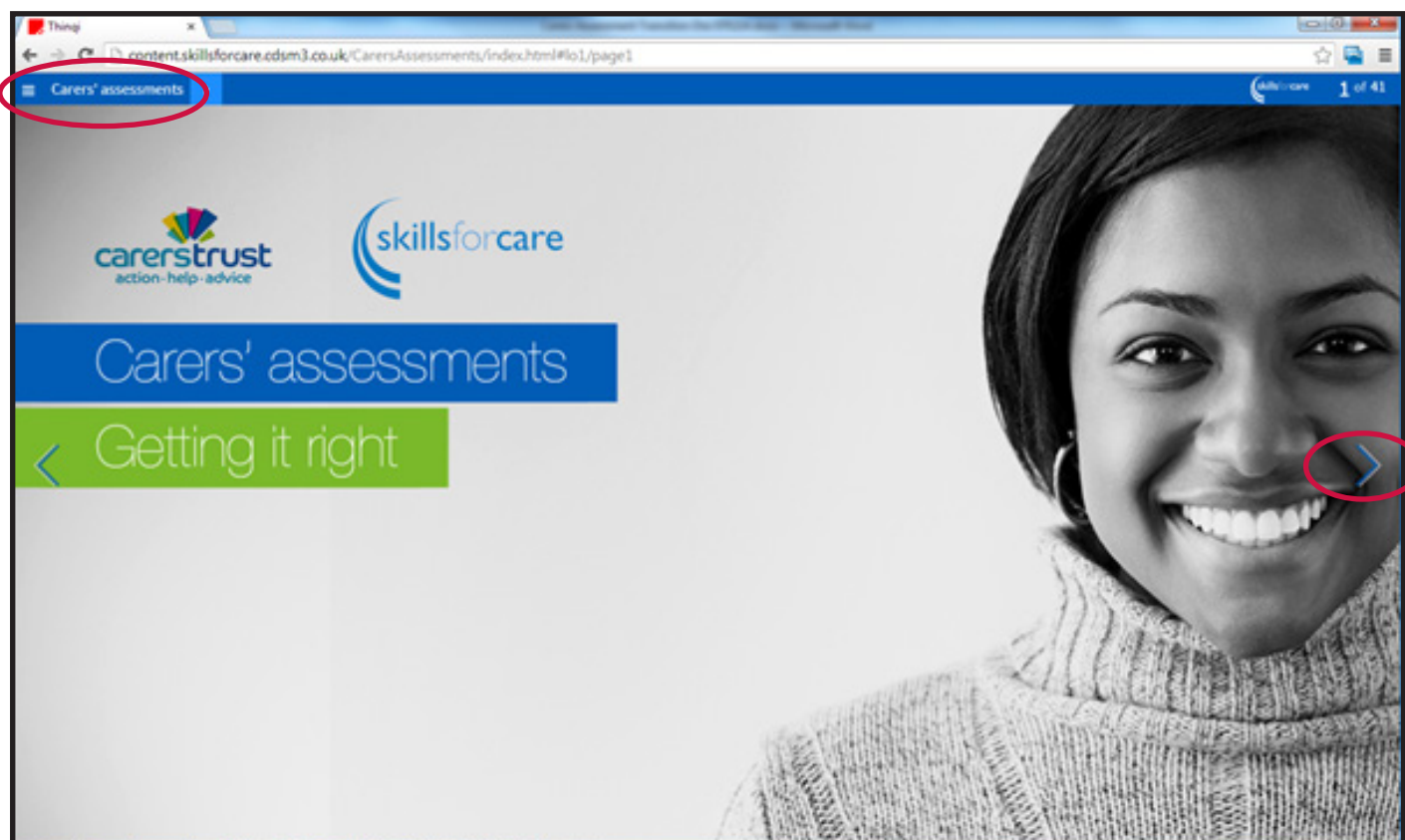
37%

Please click submit once you have completed all of the steps.

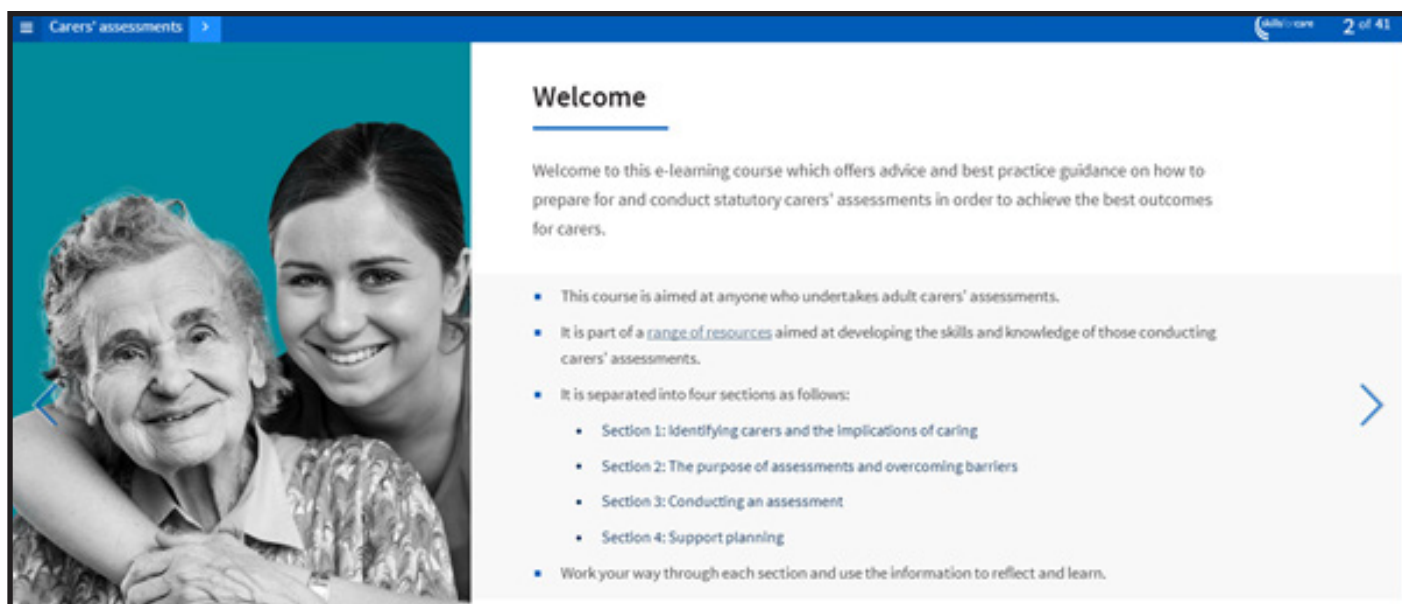
101 Days remaining

Step 4 – Carers' assessments home page and welcome page

On the carers assessment homepage you will have a menu at the top of the page which will display all the available sections. You will find arrows to the left and right of the screen which take you through the assessment.

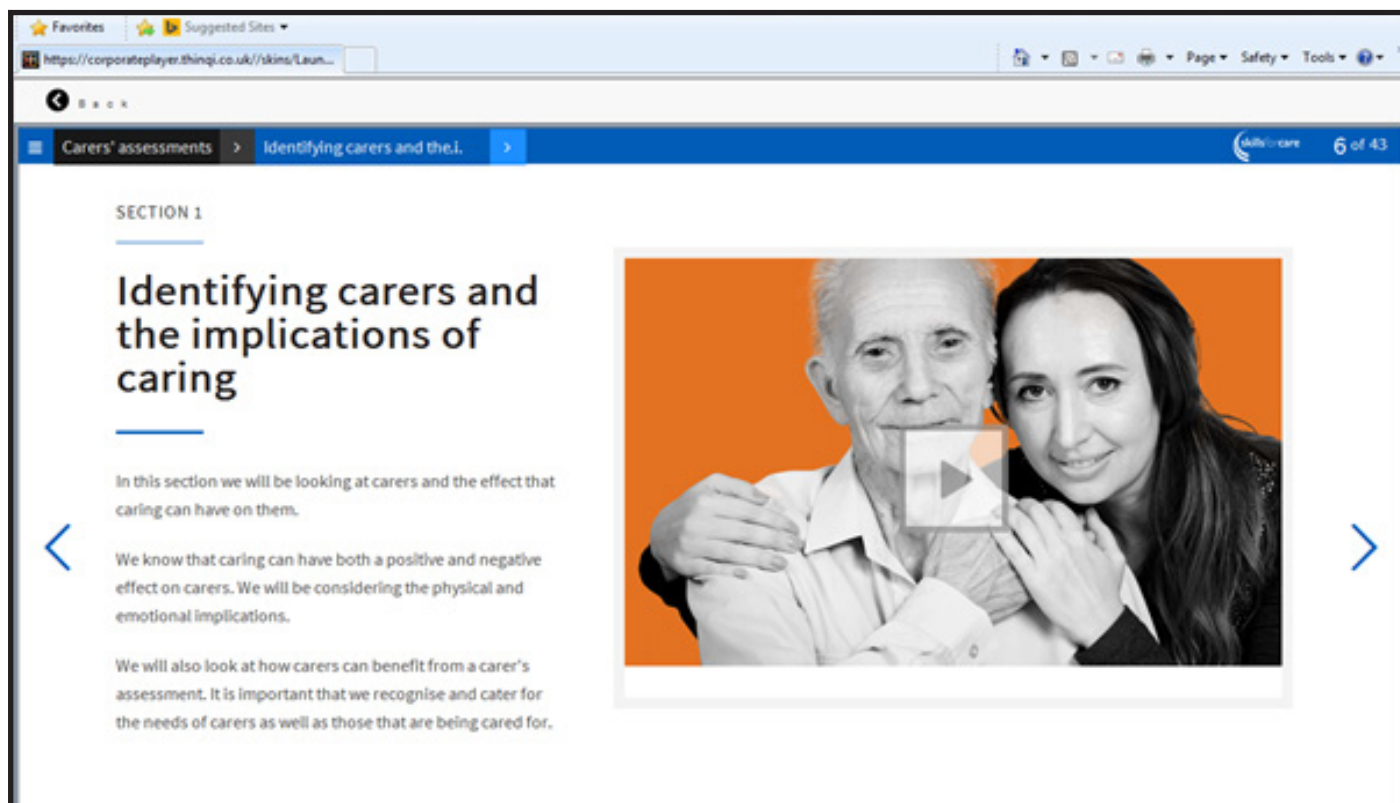


After the homepage, the next page you will see will be the welcome page and an overview and intentions of the Carers' assessments e-learning course (pages 1-5).



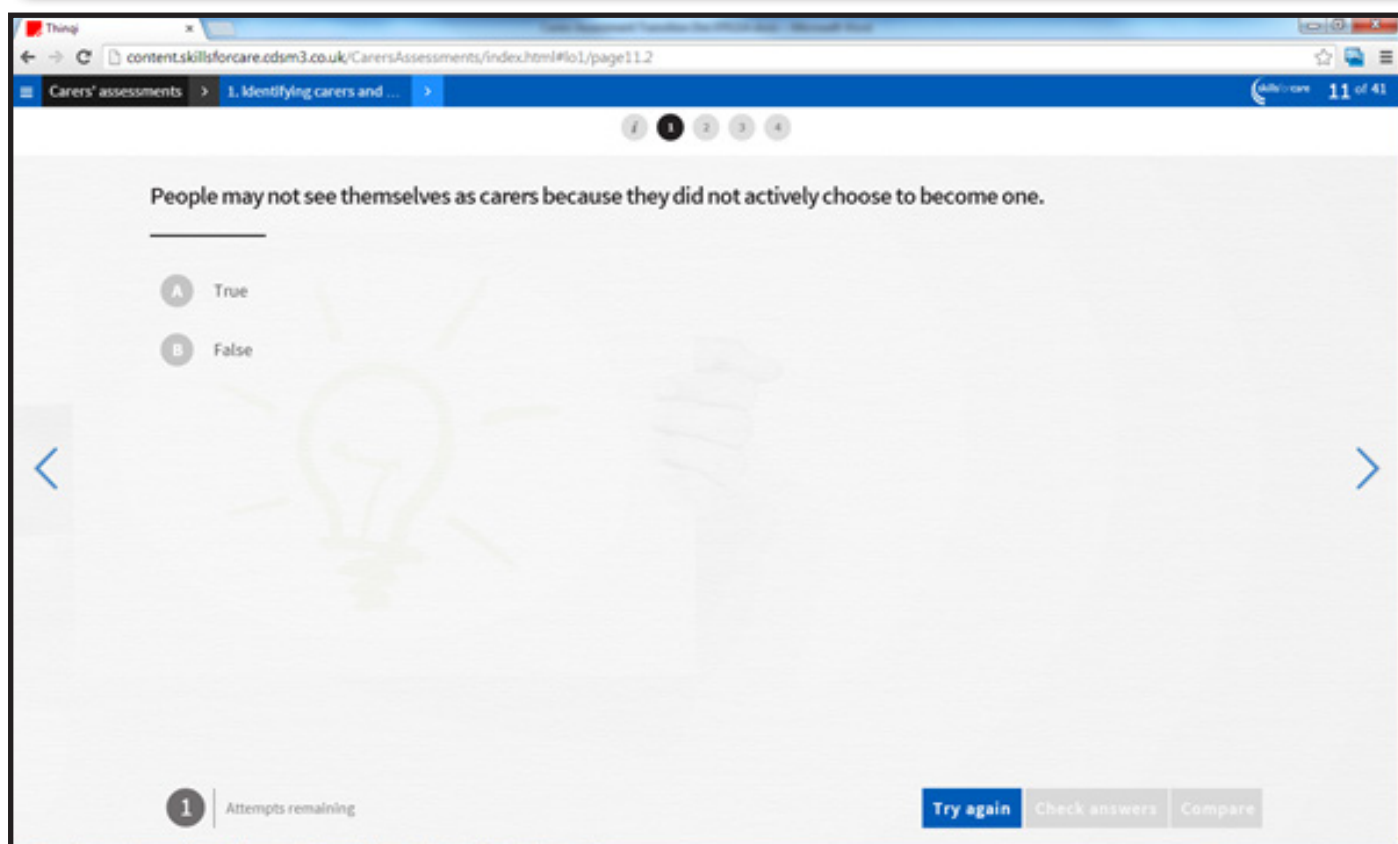
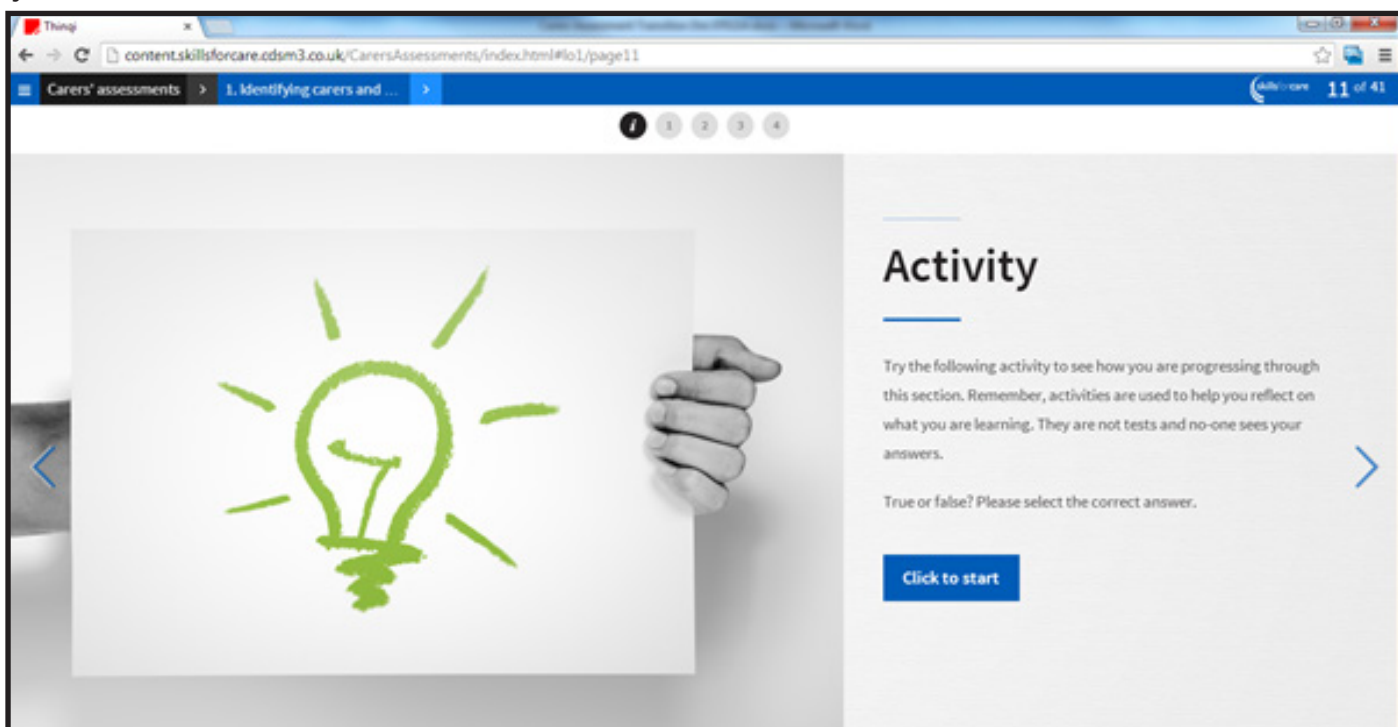
Step 5 - Navigating through the assessment, activity and assessment

The first section you will find is Identifying carers and the implications of caring.

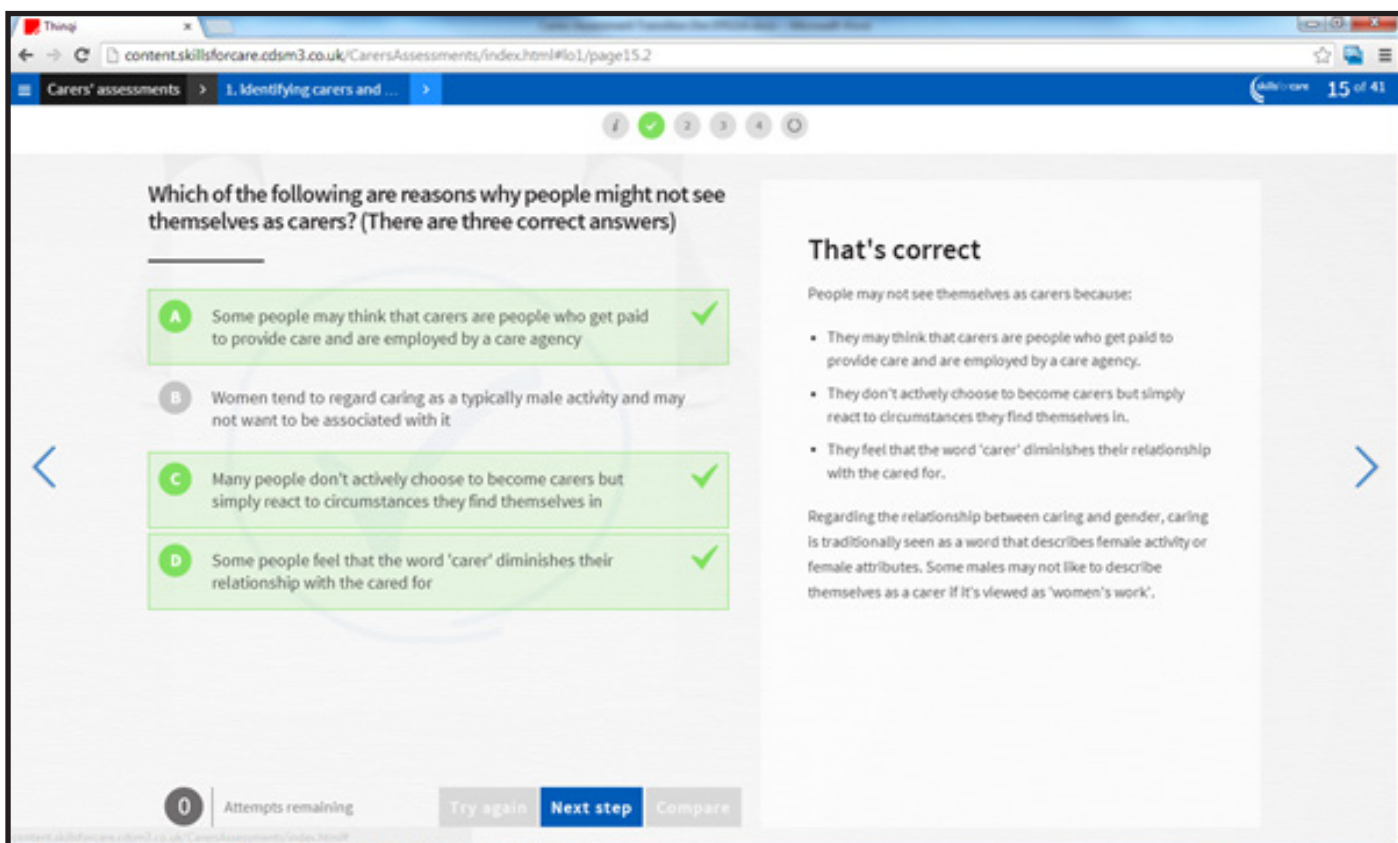
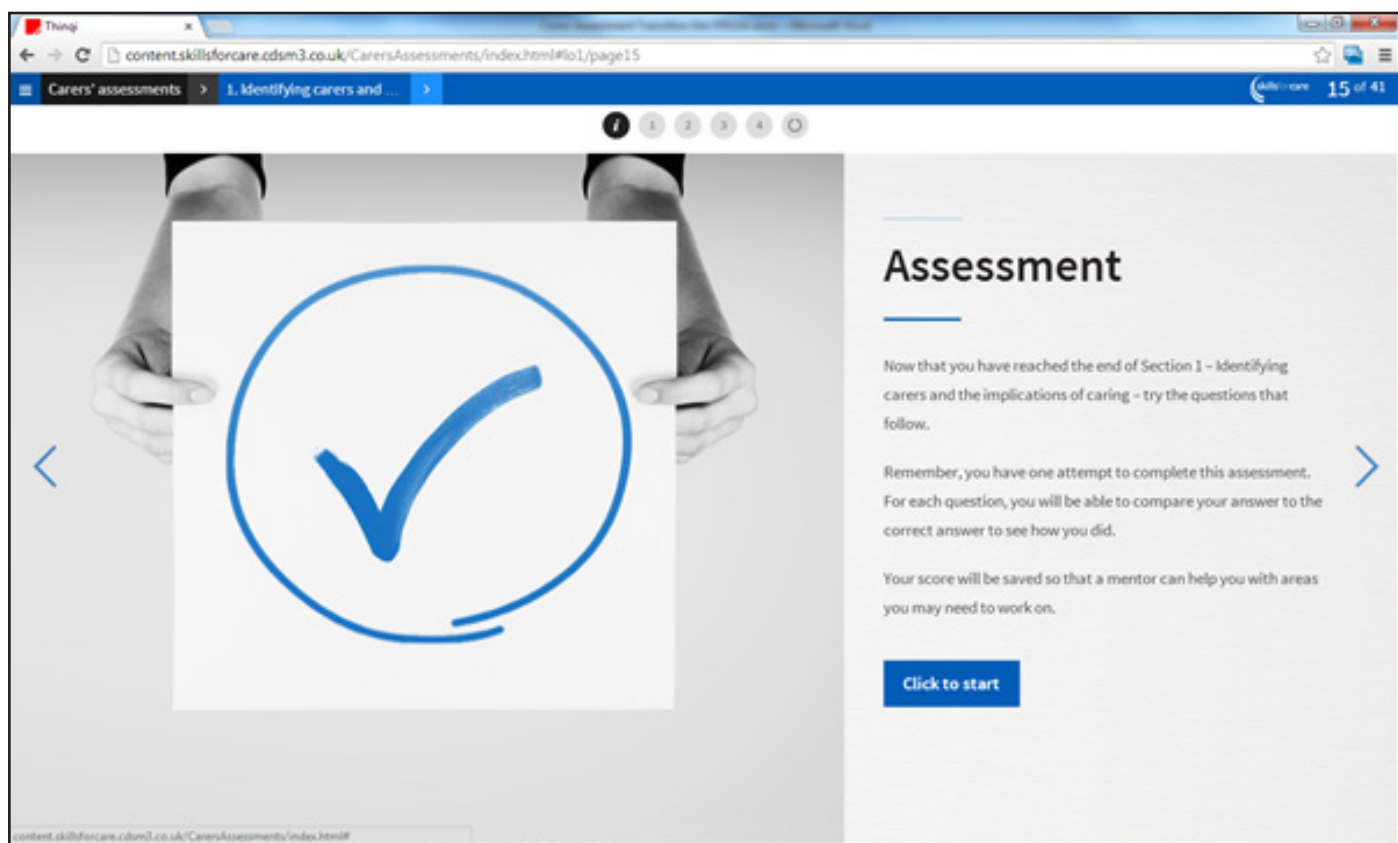


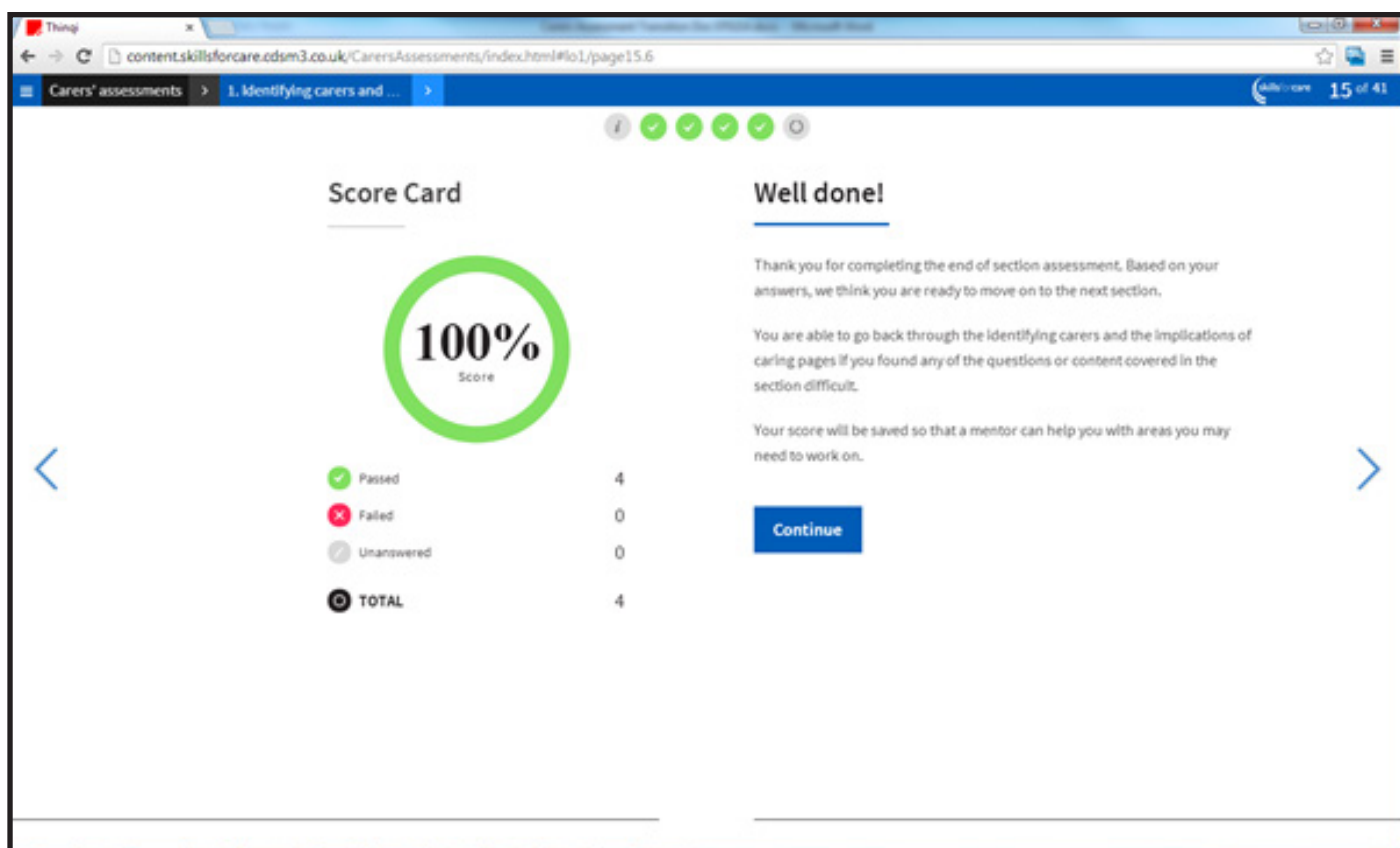
The screenshot shows a web browser window displaying the 'Carers' assessment' user guide. The browser's address bar shows the URL 'https://corporateplayer.thinqi.co.uk/skins/laun...'. The page has a blue header with 'Carers' assessments' and 'Identifying carers and the.I.' in the breadcrumb trail. The main content area is titled 'SECTION 1' and 'Identifying carers and the implications of caring'. Below the title, there is a paragraph: 'In this section we will be looking at carers and the effect that caring can have on them.' followed by another paragraph: 'We know that caring can have both a positive and negative effect on carers. We will be considering the physical and emotional implications.' and a final paragraph: 'We will also look at how carers can benefit from a carer's assessment. It is important that we recognise and cater for the needs of carers as well as those that are being cared for.' To the right of the text is a large image of an elderly man and a woman embracing, with a play button icon overlaid on the image. Navigation arrows are visible on the left and right sides of the content area.

During each section there will be an activity for the user to do. To start the activity you need to click on the start button.



The activities will assist you with understanding the information which has been provided in that section. Further to the activities there are four assessments which are scored and must be completed correctly for the user to progress to the next section.





Step 6 - Passing an assessment

Once you have successfully passed an assessment you will be able to progress to the next section.

Other information

If at any point you need to leave the e-learning module the system will remember where you were when you last logged in and bring you back to the same section.